Mahalo for your interest in volunteering to improve and care for our campus landscapes! The landscape of the University of Hawaii at Manoa fits the natural character of Manoa Valley and reflects the cultural traditions of the diverse people of Hawaii. It also enhances the social and intellectual community of the University. In keeping with the UH Manoa Landscape Development and Enhancement Guidelines, the plantings should provide beauty, human scale, and shade. Strategically placed plantings can enhance, soften, or screen views of buildings and shade buildings and ground surfaces for comfort and energy conservation when possible. The plantings also help to articulate campus roads, paths, and spaces between buildings. All new plantings should be designed to relate well visually to existing adjacent plants. We appreciate your help in reaching these goals.

Adequate maintenance is a key component of any quality landscape, second only to good planning and design. Since Grounds Maintenance staff time has become very limited, maintenance and care for any new plantings or other landscape improvements must be provided by other means, such as the Adopt-A-Landscape program. Volunteering to Adopt-A-Landscape is an agreement to weed and water new plantings in an area until they are securely established. Additional maintenance responsibilities may include trimming and pruning. The Grounds Manager will coordinate with the Adopt-a-Landscape team regarding green waste disposal as needed. The time frame for this effort will depend on the plants and site conditions.

In addition, there currently are no campus funds for new plants or other landscape materials. Therefore, your Adopt-A-Landscape team must provide these items. However, there are some campus resources available to help you develop your project. The Grounds Manager, Roxanne Adams, can arrange assistance for checking on irrigation coverage, provide mulch, and sometimes contribute soil preparation assistance. She can also assist you in obtaining campus maps to help with your planning. Contact her at 956-4023 or adamsrox@hawaii.edu. The UH Manoa Landscape Advisory Committee meets monthly to review applications and can provide some assistance in design and plant selection; contact the Chair, Janet Gillmar, at 732-1161 or jg@lava.net. The Committee can also give advice on locating plant material or funding assistance, if needed.
UH Manoa Campus Adopt-A-Landscape Program
Project Proposal and Application Information

Please send the following information to:
Roxanne Adams, Grounds Manager
2002 East-West Road
E-mail: adamsrox@hawaii.edu
Phone: 956-4023
Fax: 956-5592

1. Please give the name, campus phone number, and email address of the project coordinator. (The coordinator should be a faculty or staff member.) Give the names and contact information for additional members of the team.

2. Please describe, or mark on a campus map, the exact location of your landscape project.

3. Describe your proposed landscape improvements and/or include a rough sketch of the project.

4. Describe the apparent soil condition and the preparations that you feel would be necessary for your plantings to succeed there. (The Grounds Manager can advise you on these items.)

5. How will watering be accomplished? Is there a functional irrigation system or a hose bib nearby?

6. Name or describe the size appearance and character of the type of plants that you would like to use. The plant materials that you propose should be the same as or compatible with those in the surrounding landscape. Do not use plants that might pose hazards or that require excessive maintenance. Please try to avoid selection of potentially invasive plants. (For additional information on invasive plants, please check the UH Manoa Landscape Advisory Committee Web site at [http://www.hawaii.edu/bgm/landscaping/](http://www.hawaii.edu/bgm/landscaping/).)

7. Include a time frame for this project indicating both a start and end date for planting.

8. Indicate any fertilizers or other chemicals that might be used. (Material Safety Data Sheets and safety instructions may need to be obtained.)

9. What types of assistance will you need to get the project started?

10. Remember that follow-up care is essential for success. The Grounds Department cannot provide the intensive care needed in the establishment period following planting. Indicate the time and frequency of maintenance that you and your team are prepared to commit for the first 12-24 months.

Thank you for your interest in improving and caring for our campus landscape!